

AFTON CENTRAL SCHOOL ALUMNI ASSOCIATION
CRIMSON AND WHITE
ACSAA

BY-LAWS

2005 edition

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ARTICLES

ARTICLE I

NAME:

Section 1.1 Name

The name of the organization shall be known as the *AFTON CENTRAL SCHOOL ALUMNI ASSOCIATION*. Here within abbreviated and identified as *ACSAA*.

ARTICLE II

PURPOSE AND MISSION:

Section 2.1 Purpose and Mission

ACSAA is a social and service organization inclusive of all alumni and faculty of Afton Central School.

It's social mission is to continue and to enhance the social bonds of the alumni with their school mates, family, friends and the community.

It's service mission is two-fold:

- a. To support the role of Afton Central School in educating our future alumni.
- b. To support the continuing education of our current alumni to cope better with the challenges of this ever-changing world.

Alumni Defined - A person who has attended or has graduated from a school, college or university. — Webster's Dictionary. This means all attendees of Afton Central School are **WELCOME**.

ARTICLE III

OFFICE(S) AND LOCATION:

Section 3.1 Office Location

The *ACSAA* may have offices for the purposes of storing and retaining records or other business requirements from time to time. Such places may

be set forth at the discretion of the Executive Board.

ARTICLE IV

MEMBERSHIP:

Section 4.1 Classes of Membership

The ACSAA shall have five (5) categories of membership:

ALUMNI
FACULTY
LIFE
ASSOCIATE
HONORARY

Section 4.2 Membership Privileges by Categories

Requirements and privileges for each class of membership are as follows: * ACHS designates Afton Central High School

<u>Category</u>	<u>Eligibility</u>	<u>Privileges</u>	<u>Voting Rights</u>	<u>Dues</u>
ALUMNI	Graduate of ACHS	May hold any office. All Social Functions.	Yes	Annual
FACULTY	Member of ACHS Faculty or Emeritus	May hold any office except President or Vice President. All Social Functions.	Yes	Annual
LIFE	Alumni or Faculty who made a lifetime contribution of \$1,000.00 or more to ACSAA	(Same as applied to respective category)	Yes	Exempt

*Article IV**MEMBERSHIP (continued):*

<u>Category</u>	<u>Eligibility</u>	<u>Privileges</u>	<u>Voting Rights</u>	<u>Dues</u>
Associate	Any support staff of ACHS (Five years or more of service). Any Board of Education (four years of service)	May lead committees. Social functions. May attend meetings.	Yes	Annual
Honorary	Any non-alumni**	Social functions, May lead committees. May attend meetings. Social Functions	No	Exempt

** Award to non-alumni individuals who have contributed significant time and effort to further the cause and progress of the association.

** These candidates may be nominated by any *ACSAA* member in good standing and voted upon by the House of Delegates.

Section 4.3 Annual Dues

Annual Dues and any introductory incentives may be set by the Executive Board.

Article V

GOVERNING BODY AND OFFICERS:

Section 5.1 Governing Body

The governing body shall be known as the House of Delegates. It's members shall consist of one duly appointed delegate from each graduated class who is a member of the *ACSAA* in good standing and with currently paid annual dues. The House of Delegates shall meet at a minimum of once yearly at a time and place set by the Executive Board. Those members present at the time of the meeting shall constitute a Quorum. Each delegate will have the power of a single vote on each issue presented before the House of Delegates. Each issue will require a simple majority vote of the Quorum except; for those issues seeking additions or amendments to the by-laws, in which a 2/3 majority vote of the House of Delegates as outlined in Article VII Section 7.2 is necessary. Appointed delegates may serve for one year or more as each respective graduated class shall determine.

Section 5.2 Duties and Responsibilities of the House of Delegates

This governing body shall have the overall authority and responsibility for fulfilling the purposes of the organization. They shall perform the duties and make decisions as enumerated in the By-laws.

Section 5.3 Offices and Standing Committees - Executive Board

EXECUTIVE BOARD

President
Vice President
Treasurer
Recording Secretary
Membership Secretary
Events Chairperson
Newsletter Editor
Scholarship Liaison- Manager
Nominations Committee Chairperson

ARTICLE V GOVERNING BODY AND OFFICERS (continued):

Section 5.4 Executive Board - Duties and Responsibilities

These officers shall constitute the Executive Board of the *ACSAA* and be elected by the House of Delegates. They shall meet no less than once (1) yearly and at least two (2) months prior to the meeting of the House of Delegates for the purpose of setting; a date for the Annual Alumni meeting and Banquet, to set an agenda and a slate of candidates for the governing body. The Executive Board shall examine and audit the financial records of the *ACSAA* on a yearly basis. The Executive Board may establish other committees such as a nominating committee and/or any other committee(s) as they deem necessary for the efficient management of the *ACSAA*.

Section 5.5 President - Duties and Responsibilities

The President shall be elected by the House of Delegates. The President shall be the Chief Executive Officer of the *ACSAA* and have delegated authority of the House of Delegates to conduct the business of the *ACSAA*.

The President shall be responsible for the overall management of the *ACSAA* and shall perform duties incident to the office and any other duties as may be assigned by the House of Delegates.

Specific duties of the President shall include but not be limited to:

The formation of committee(s) and the appointing of committee(s) chairpersons.

Preparing the annual budget and business plan to be presented to the House of Delegates for approval.

Presiding over the meeting of the House of Delegates using the standard rules of parliamentary procedures and may cast one vote in the event of a tie vote.

May serve as an ex-officio member of any and all committees. The President may cast one vote in the event of a tie in any duly appointed committee.

ARTICLE V GOVERNING BODY AND OFFICERS (continued):

Section 5.6 Vice President - Duties and Responsibilities

The Vice President shall be elected by the House of Delegates. The Vice President shall advise and consult with the President and assume the duties of the President in the President's absence or if the President is unable to complete their term. The Vice President will also perform other duties as assigned by the President.

Section 5.7 Treasurer - Duties and Responsibilities

The Treasurer shall be elected by the House of Delegates. The Treasurer shall receive and be responsible for all funds, properties, legal documents, assets of the *ACSAA* and shall keep full and accurate records and accounts for the *ACSAA*. The treasurer shall deposit all funds received in such banks or depositories as designated by the Executive Board. The Treasurer shall be responsible for the disbursements or the supervision of such disbursements of funds of the *ACSAA* as may be properly authorized. The Treasurer will make available current and accurate financial records as may be requested, by the President or the Executive Board as required in these By-Laws.

Section 5.7(a) Funds Disbursements

Only the President and the Treasurer are authorized signatories to the withdrawal or disbursements of funds of the *ASC*~~*AA*~~*AA*. The rules of limitations for withdrawal of any funds from the *ACSAA* bank account(s) or depository (s) may be governed by the Executive Board.

Section 5.8 Recording Secretary - Duties and Responsibilities

The Recording Secretary shall be elected by the House of Delegates or appointed by the President. The Recording Secretary shall keep the minutes of the *ACSAA* meetings, the House of Delegates meetings and the Executive Boards meetings. The Recording Secretary will maintain the attendance records for all Board meetings and be responsible for filing all notices in accordance with the By-Laws or as required by the *ACSAA*

ARTICLE V GOVERNING BODY AND OFFICERS (continued):

Section 5.9 Membership Secretary - Duties and Responsibilities

The Membership Secretary shall be elected by the House of Delegates or appointed by the President. The Membership Secretary shall keep and maintain any and all database(s) as accurately as possible of the membership's record of current mailing addresses. The Membership Secretary will also maintain a current record of the annual dues status of each *ACSAA* member. The Membership Secretary may request appointment of an assistant(s) as needed.

Section 5.10 Events Chairperson - Duties and Responsibilities

The Events Chairperson shall be elected by the House of Delegates or appointed by the President. The Events Chairperson shall be responsible to oversee the Events Committee. The Events Committee shall be responsible for planning events related to organizing the Annual Alumni Weekend or any other *ACSAA* event(s). The Events Chairperson may select committee members to aid in the organization of these events.

Section 5.11 News Letter Editor - Duties and Responsibilities

The Newsletter Editor shall be elected by the House of Delegates or appointed by the President. The Editor shall create and preside over a committee responsible for planning, editing publishing and distributing news items regarding past and future functions of the *ACSAA* on a schedule designated by the Executive Committee. The committee shall use any media appropriate including the website that will create awareness of the *ACSAA* and develop ideas for building and maintaining relationships with the school and the community. Every effort should be made to publish no less than one (1) edition of the news letter to be sent to each *ACSAA* member once (1) yearly. The editor may appoint an associate editor(s) to assist them in the endeavors of publishing and distributing the newsletter.

ARTICLE V GOVERNING BODY AND OFFICERS (continued):

Section 5.12 Scholarship - Liaison Manager - Duties and Responsibilities

The Scholarship - Liaison Manager shall be elected by the House of Delegates or appointed by the President. The Scholarship - Liaison Manager may select one or more committee members to assist them in their endeavors of Scholarship selection. The Manager shall set a list of criteria that may be used in the selection of appropriate candidates as recipients of a scholarship sponsored and funded by the *ACSAA*. The Manager shall also utilize the expertise of the current faculty of the Afton Central High School, to aid in the selection process. The Manager shall create a slate of qualified candidates and the funds available to the Executive Board for their review and final approval.

Section 5.13 Nominating Committee - Duties and Responsibilities

The Nominating Chairperson and Committee shall be appointed by the President. Those appointments must be made no less than four (4) months prior to the House of Delegates Annual Meeting. The committee must meet no less than three (3) months prior to the House of Delegates Annual Meeting. The purpose of the committee is to assess the performance of the existing elected officers. In addition, to working with the Membership Secretary and Treasurer to verify that all candidates are members in good standing with current paid dues. To also create the slate of candidates to be submitted to the House of Delegates at the Annual Meeting. The Nominating Committee shall produce to the Newsletter Editor and the Webmaster no less than two (2) months prior to the House of Delegates Annual Meeting the slate of qualified candidates to publish to the *ACSAA* membership for review.

Section 5.13a Nominee Consideration

Candidates interested in elected positions of the *ACSAA* must submit to the Nominating Committee their request to have their name included for the appropriate position sought. At least (3) three months prior to the House of Delegates Annual Meeting.

ARTICLE V GOVERNING BODY AND OFFICERS (continued):

Section 5.14 Terms Of Office

All elected officers and chairpersons shall serve with “***DILIGENCE***” for a term of one year but not limited to successive appointments or re-elections. The Executive Year will begin at the time of the House of Delegates Annual Meeting and run through the next subsequent House of Delegates Annual Meeting.

Section 5.15 Vacancies

Any vacancies of the elected or appointed positions shall be filled by majority vote of the remaining members of the Executive Board. Any position appointed by the President may be filled by the President or a majority vote of the remaining members of the Executive Board.

ARTICLE VI ACCOUNTS AND RECORDS:

Section 6.1 Location

The records, accounts, any and all vital information of the *ACSAA* shall be kept in safe keeping in a place as determined by the Executive Board.

Section 6.2 Inspection and Review

All records and business conducted by the *ACSAA* shall be made available and open to inspection by any member of the *ACSAA* in good standing upon request.

The Treasurer shall make available all financial records of the *ACSAA* to the audit of the Executive Board as requested and shall also make a complete report to the House of Delegates at the Annual Meeting.

Section 6.3 Depositories

The Executive Board shall appoint banks or depositories in which the *ACSAA* fund(s) shall be deposited.

ARTICLE VII

MISCELLANEOUS

Section 7.1 Parliamentary Rules

All meetings shall be conducted according to the current edition of “Robert’s Rules of Order” unless dispensed by majority vote of those constituting a quorum of the meeting.

Section 7.2 Amendments to the ACSAA By-Laws

The By-Laws may be amended only by two-thirds (2/3) vote of The House of Delegates at the Annual Meeting. The amendment change in whole or part can only be changed after thorough review and discussion of the House of Delegates. The Executive Board may be assigned to review and make recommendations for an amendment change in-whole or in-part. The Executive Board will use **Diligence** to ensure the House of Delegates receive all available information to make appropriate decisions.

Section 7.3 Membership and Revocation

Members in good standing are entitled to voting privileges as provided in these by-Laws. A membership shall be revoked if a members fails to pay dues as required by these by-laws. Membership may be subject to revocation if a member fails to satisfy membership requirements as established by the ACSAA’s by-laws.

Section 7.4 Impeachment

Any officer or appointed chairperson may be removed from office by 2/3 vote of the House of Delegates and/or The Executive Board based on ***justifiable grounds***. Upon impeachment by the Executive Board, The Executive Board will make such impeachment of said member(s), any and all available information leading to the impeachment for the House of Delegates review. The House of Delegates will have final say in any and all impeachments.